



COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC FACILITIES (CDBG-PF) AND PLANNING (CDBG-PLNG)

APPLICATION TRAINING

February 24, 2016: Holiday Inn at the American Center,
5109 W. Terrace Drive, Madison, WI

March 2, 2016: The Waters of Minocqua,
8116 HWY 51 South, Minocqua, WI

AGENDA

- I. Welcome & Introductions
- II. CDBG Program Overview
- III. CDBG Program Eligibility and Applicant Criteria
- IV. CDBG Program Requirements
- V. CDBG-PF Program:
 - Program Overview & Funding
 - Application Timeline & Review Process
 - Eligibility and Applicant Criteria
 - Application Form & Scoring
 - Application Attachments
- VI. CDBG Income Survey Guidance
- VII. CDBG Planning Program:
 - Program Overview & Requirements
 - Application Form & Scoring Criteria
- VIII. Questions & Closing Remarks

INTRODUCTION:

DEPARTMENT OF ADMINISTRATION STAFF

- February 24, 2016 (Madison, WI)
 - Dave Pawlisch, Director, Bureau of Community Development
 - Angela Davis, Grants Specialist – Advanced
 - Joanna Storm, Grants Specialist – Advanced
- March 2, 2016 (Minocqua, WI)
 - Dave Pawlisch, Director, Bureau of Community Development
 - Angela Davis, Grants Specialist – Advanced
 - Joanna Storm, Grants Specialist – Advanced
- Other Staff:
 - Ben Hsuborger, Grants Specialist – Advanced
 - Amanda Knack, Grants Specialist – Advanced
 - Mark Staff, Grants Specialist – Advanced
 - Deb Wegner, Grants Specialist – Advanced

INTRODUCTION:

TRAINING GOALS

- Inform potential applicants about the CDBG-PF & CDBG-PLNG programs
- Explain the CDBG-PF & CDBG-PLNG program application submission and review processes
- Explain the application requirements and contents of the application packets
- Answer questions

CDBG PROGRAM OVERVIEW

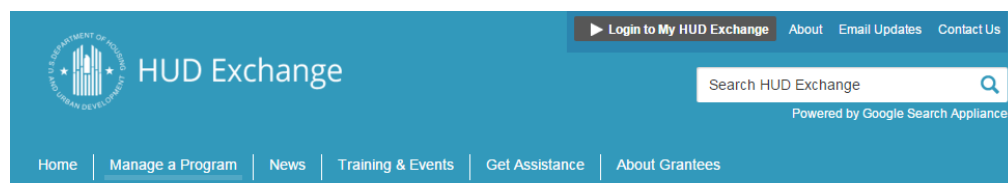
- The Community Development Block Grant (CDBG) program is a federal formula-based grant program administered by the federal Department of Housing and Urban Development (HUD)
- Created in 1974 through the passage of Title 1 of the Housing and Community Development Act
- Governed by rules set forth in the Code of Federal Regulations (24 CFR 570)

CDBG PROGRAM OVERVIEW (CONTINUED)

- Program purpose = the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of low-income to moderate-income (LMI) persons
- LMI Threshold = Less than 80% of the area median income (AMI) as determined by HUD for:
 - Local Municipalities (*refer to the link on slide #7*), and
 - Census Blocks (*refer to the link on slide #8*)

CDBG PROGRAM OVERVIEW (CONTINUED)

- LMI Threshold (<80% of the AMI) for Municipalities:
<https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/>



Manage a Program Main > FY 2015 LMISD Local Governments by State, Based on 2006-2010 American Community Survey

FY 2015 LMISD Local Governments by State, Based on 2006-2010 American Community Survey

These State-level data sets provide estimates of the number of low and moderate income individuals (LMISD) by Place and County Subdivision (name and ID) in each State based on the 2006-2010 American Community Survey (ACS).

Alabama	Indiana	Nevada	South Dakota
Alaska	Iowa	New Hampshire	Tennessee
Arizona	Kansas	New Jersey	Texas
Arkansas	Kentucky	New Mexico	Utah
California	Louisiana	New York	Vermont
Colorado	Maine	North Carolina	Virginia
Connecticut	Maryland	North Dakota	Washington
Delaware	Massachusetts	Ohio	West Virginia
District of Columbia	Michigan	Oklahoma	Wisconsin
Florida	Minnesota	Oregon	Wyoming
Georgia	Mississippi	Pennsylvania	
Hawaii	Missouri	Puerto Rico	
Idaho	Montana	Rhode Island	
Illinois	Nebraska	South Carolina	
All States			

Related Information

ACS 5-Year 2006-2010
Low and Moderate
Income Summary Data
Main

Data Dictionary

Frequently Asked
Questions

Exception Grantees

Uncapped Data

Data Sets

Map Application

All Block Groups by
State

Summarized Low/Mod
Data by Grantee

Local Government
Summaries by State

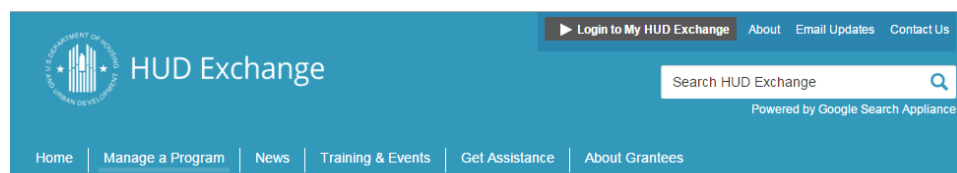
Low and Moderate
National Data Set

Overall Low to
Moderate Percentages
by Grantee

Helpful Tip:
Select the “Wisconsin” link

CDBG PROGRAM OVERVIEW (CONTINUED)

- LMI Threshold (<80% of the AMI) for Census Blocks:
<https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places/>



Manage a Program Main > FY 2015 LMISD by State - All Block Groups, Based on 2006-2010 American Community Survey

FY 2015 LMISD by State - All Block Groups, Based on 2006-2010 American Community Survey

These State-level data sets provide estimates of the number of low and moderate income individuals (LMISD) by block group based on the 2006-2010 American Community Survey (ACS).

These data contain codes found in the Enterprise Geographic Information Systems Portal. If you do not have Microsoft Excel available to view the workbook, you may download the free Excel viewer from Microsoft.

Alabama	Idaho	Montana	Puerto Rico
Alaska	Illinois	Nebraska	Rhode Island
American Samoa	Indiana	Nevada	South Carolina
Arizona	Iowa	New Hampshire	South Dakota
Arkansas	Kansas	New Jersey	Tennessee
California	Kentucky	New Mexico	Texas
Colorado	Louisiana	New York	Utah
Connecticut	Maine	North Carolina	Vermont
Delaware	Maryland	North Dakota	Virginia
District of Columbia	Massachusetts	Northern Mariana Islands	Virgin Islands
Florida	Michigan	Ohio	Washington
Georgia	Minnesota	Oklahoma	West Virginia
Guam	Mississippi	Oregon	Wisconsin
Hawaii	Missouri	Pennsylvania	Wyoming

All States

Related Information

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Moderate Percentages
by Grantee

Helpful Tip:
Select the “Wisconsin” link

ELIGIBILITY CRITERIA

- Applicant must be a non-entitlement Unit of General Local Government (UGLG)
- All projects must meet a CDBG National Objective
- Project costs must be eligible for CDBG funding and applicant must meet the minimum match requirements
 - CDBG-PF Grant Maximum Award = Up to \$500,000 or 50% of project costs, whichever is less
 - CDBG-PLNG Grant Maximum Award = \$25,000

ADDITIONAL APPLICANT CRITERIA

- Citizen Participation
 - Must have Citizen Participation Plan
 - Must have pre-application Public Hearing, with hearing notice, minutes and/or Citizen Participation Certification, sign-in sheet(s)
- Authorizing Resolution by Municipality & Certifications from Chief Elected Official
- Compliance with Prior CDBG Awards
- UGLGs that have received a CDBG-PF award in 2015 are not eligible to apply in 2016 for PF funding.

ADDITIONAL APPLICANT CRITERIA (CONTINUED)

- Must be able to accept award and proceed with negotiating the grant agreement according to the 2016 Annual Grant Cycle timeline
 - Please consider passing a resolution during the application preparation process (ahead of time) to grant approval/acceptance rights to your Chief Elected Official on behalf of the UGLG in the event that your application is awarded CDBG funds

QUESTIONS?

CDBG PROGRAM REQUIREMENTS

CDBG PROGRAM REQUIREMENTS

- Each community that receives an award will be required to attend an implementation training session
 - Training sessions will be held after award announcements are made
 - Training dates and times will be published on the website
- Awards will be contingent on communities completing required pre-grant agreement requirements
 - Each community will be assigned to a Grants Specialist to assist with this process
 - Updated Implementation Manual will be published on DOA's website
- All grantees must execute a grant agreement with DOA
 - It is the responsibility of the community to ensure the terms and conditions of the agreement are met
 - Non-compliance may result in payback of funds
 - Grant agreements will specify required reporting deadlines and project milestones

CDBG PROGRAM REQUIREMENTS (CONTINUED)

○ Procurement Requirement Highlights

(Handbook, Chapter 3, p. 2-4; 24 CFR Part 85.35-.36)

- Applicant may procure the professional services of one or more consultants to assist with grant application, implementation, and/or administration
- Method of procurement for professional services must promote “free and open competition” and comply with State CDBG program competitive procurement requirements, if the services are paid in whole or in part with CDBG funds (***grant application costs cannot be included in CDBG project budget or paid with CDBG funds***)

CDBG PROGRAM REQUIREMENTS (CONTINUED)

- Procurement Requirement Highlights (continued)
(Handbook, Chapter 3, p. 2-4; 24 CFR Part 85.35-.36)
 - Use of Regional Planning Commissions for professional services does not require competitive procurement – exception allowed for RPCs as quasi-governmental organizations
 - Refer to the CDBG Implementation Handbook on Division of Energy, Housing and Community Resources Bureau of Community Development website for further guidance
<http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook>

CDBG PROGRAM REQUIREMENTS (CONTINUED)

- Financial Management
 - Grant recipients must establish a financial management system with appropriate controls
 - Must establish separate, non-interest bearing account (or separate account register) for CDBG funds
- Environmental Review
 - Environmental Review must be complete prior to the start of construction.
- Grant Disbursements
 - With DOA approval, some costs may be incurred after date of award, but prior to execution of the Grant Agreement
 - Minimum \$5,000 per request (unless final request)
 - Grantee must disburse CDBG dollars from the separate, non-interest bearing account (or separate account register)

QUESTIONS?

CDBG PUBLIC FACILITIES (CDBG-PF) PROGRAM

CDBG-PF PROGRAM OVERVIEW & FUNDING

- Administered by the Department of Administration – Division of Energy, Housing and Community Resources, Bureau of Community Development
- Eligible communities may be awarded grants of up to \$500,000 to support infrastructure and facility projects such as:
 - Water and Sewer System Upgrades
 - Neighborhood Facilities
 - Street Improvements
 - Drainage Systems
- CDBG-PF awards are made through an annual competitive process
- 2016 CDBG-PF: Approximately \$4.9 to \$9 million available

TIMELINE:

2016 ANNUAL CDBG-PF GRANT CYCLE

APPLICATION PROCESS:	TARGET/DUE DATE(S):	
Applications Available	Tuesday	February 23, 2016
Application Training #1	Wednesday	February 24, 2016
Application Training #2	Wednesday	March 2, 2016
Applications Due to DOA	Friday @ 4pm	May 27, 2016
Award Letters	Week of August 5, 2016	
Acceptance of Award	30 Days from Receipt of Award Letter	
Implementation Training #1	Wednesday & Thursday	September 27-28, 2016
Implementation Training #2	Wednesday & Thursday	October 4-5, 2016
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	September 12, 2016 – February 3, 2017	

TIMELINE:

CDBG-PF APPLICATION REVIEW PROCESS

- Applications will be ranked and scored by a panel of experienced reviewers
- Funds will be distributed geographically as per HUD regulations and the DOA's Annual Action Plan
- If additional funding becomes available through a community declining an award or other factors, additional grants may be awarded based on applicant rankings
- Appeals must be made within thirty (30) days of receiving notification of the denial

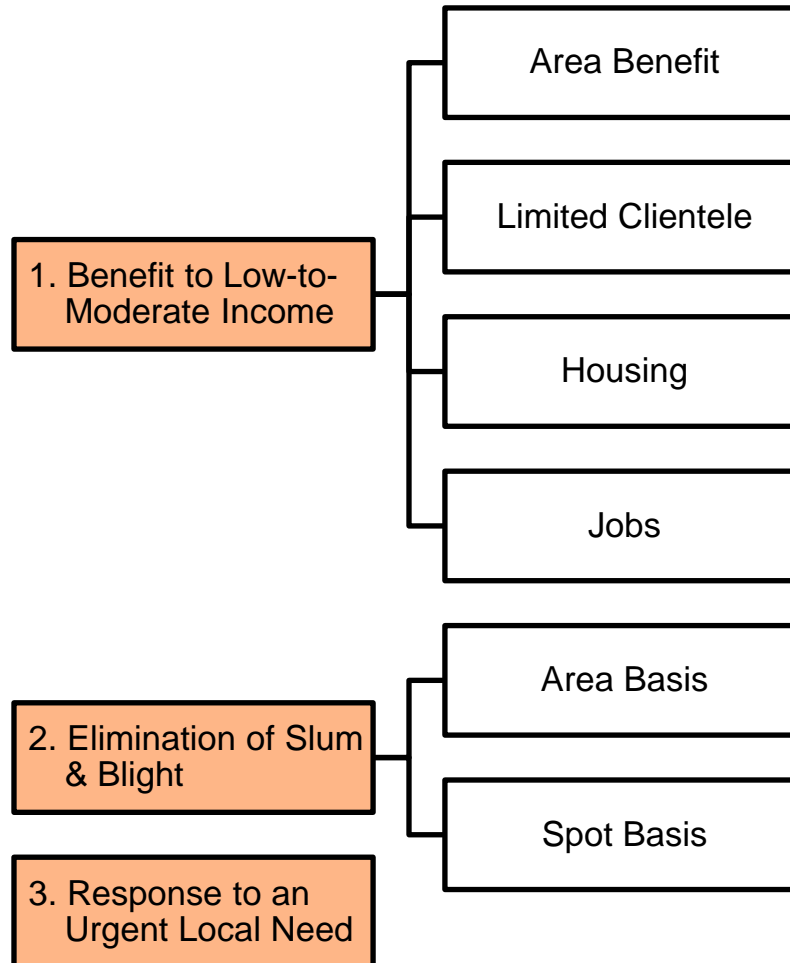
CDBG-PF ELIGIBILITY:

NATIONAL OBJECTIVE QUALIFICATION –

MUST MEET 1 OF 3 OBJECTIVES

PLEASE NOTE:

Projects that meet the Low-to-Moderate Income (LMI) National Objective will be given the **highest priority** for receiving grant awards.



CDBG-PF ELIGIBILITY:

ELIGIBLE AND INELIGIBLE ACTIVITIES

- CDBG funds must be used for one or more “eligible activities” enumerated in section 105(a) of Title 1 of the Housing and Community Development Act of 1974

Examples of CDBG Eligible Activities That May Be Funded:	Examples of Activities That Will <u>Not</u> Be Funded with Wisconsin CDBG Funds:
Acquisition of Deteriorated/Blighted Building or Environmentally Contaminated Property for Site Improvements	Construction or Renovation of a Building Used for General Local Government Business (other than Architectural Barrier Removal projects)
Demolition and Clearance of Deteriorated/Blighted Building for Site Improvements	General Government Expenses
Street Construction and Expansion	Furnishings**
Rehabilitation of a Deteriorated/Blighted Building	Operating and Maintenance Expenses
Community Facilities (e.g., Community Centers, Libraries)	Engineering Costs**
Architectural Barrier Removal to Ensure Accessibility in a Public Building	
Storm Sewer Installation or Improvements	
Water Main Installation or Improvements	

**Engineering and Furnishings costs can be counted toward a Community’s match requirement.

ADDITIONAL CDBG-PF APPLICANT CRITERIA

- Completion of pre-construction activities within 6 months of the award date and completion of the project within 24 months of the award date

QUESTIONS?

CDBG PUBLIC FACILITIES (CDBG-PF) APPLICATION

2016 CDBG-PF APPLICATION

- Part 1 – Grant Request
 - Applicant's Local Match
 - Applicant's Non-Local Match
 - Project Title
 - Brief Project Description

- Part 2 – Applicant Information
 - Senate District #
 - Assembly District #
 - DUNS # (Must be Active on SAM.gov)
 - Application Contact Person
 - Previous CDBG Assistance

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 3 – Initial Eligibility

PART 3 – INITIAL ELIGIBILITY	
Provide or acknowledge the following to demonstrate initial application eligibility:	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).	
<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant's Citizen Participation Plan is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
3. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (a full 14 days) advance notice of the public hearing, is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
4. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
5. Public hearing sign-in sheet(s) is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
6. Applicant's authorizing resolution is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
7. Statement of Assurances is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
8. Lobbying Certification is attached.	
<input type="checkbox"/>	<input type="checkbox"/>
9. Potential Fair Housing Actions are attached.	
<input type="checkbox"/>	<input type="checkbox"/>
10. Acknowledge that if the applicant's project is funded, the applicant will be required to complete an environmental review before the unit of general local government begins construction and can receive grant funds.	
<input type="checkbox"/>	<input type="checkbox"/>
11. If this project is funded, I/we acknowledge that professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.	
<input type="checkbox"/>	<input type="checkbox"/>
12. Applicant certifies it is not on the federal debarment list (found at: www.sam.gov)	
<hr/> By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.	
<div><i>Briefly describe your process for procuring a grant administrator and explain how it complies with Federal, State, and local procurement requirements (not applicable if community staff will perform grant administration duties):</i></div> <div></div>	
Contact the Bureau of Community Development if any answer in this section is "No"	

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 4 – CDBG National Objective & Project Beneficiaries

PART 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES	
Will the proposed project benefit the entire community? <input type="checkbox"/> Yes <input type="checkbox"/> No: How many individuals will benefit from the project? [] Of those who will benefit, how many individuals meet the qualification of LMI? []	
1. Which CDBG National Objective does your proposed project meet? (Answer using the checkboxes below.) 2. What method was used to demonstrate National Objective compliance?	
<input type="checkbox"/> Benefit to Low- and Moderate-Income Persons	}
<input type="checkbox"/> Area Benefit using Census Data (Attach Census Tract/Block Data Summary for area coinciding with project service area)	
<input type="checkbox"/> Area Benefit using Survey Data (Attach complete Survey Documentation)	
<input type="checkbox"/> Limited Clientele - HUD presumed group: [] (or if based on nature of project and location, provide justification below)	
<input type="checkbox"/> Prevention/Elimination of Slum and Blight	}
<input type="checkbox"/> Area Basis (Attach completed Slum and Blight Certification Form & supporting documents)	
<input type="checkbox"/> Spot Basis (Attach completed Slum and Blight Certification Form)	
<input type="checkbox"/> Urgent Local Need. HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a national objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet all of the following criteria:	}
<ul style="list-style-type: none">• Pose a serious and immediate threat to the health or welfare of the community; and• Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and• The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.	
Please note: Additionally, HUD's guide to "Meeting a National Objective" states planning grants are not allowed under this objective and activities designated solely to prevent a threat <u>will not qualify</u> .	
(Provide justification below)	
<div>Briefly explain how the activity will alleviate conditions that: <ol style="list-style-type: none">1. Pose a serious and immediate threat to the health or welfare of the community; and2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.<p>(Limit your narrative to one page with not less than a 12-point font.)</p></div>	

LMI Benefit

Slum & Blight Benefit

Urgent Local Need Benefit

DOCUMENTING BENEFITS TO LOW- AND MODERATE-INCOME (LMI) PERSONS

National Objective	Required Supporting Documentation
LMI – Area Benefit	<ul style="list-style-type: none">• Boundary map of service area• Documentation that the service area is primarily residential (e.g., zoning map)• Community-wide or census tract income characteristics <i>(Refer to HUD Non-Entitlement Census Estimates – The FY2015 LMISD, based on 2006-2010 American Community Survey, is posted on the HUD Exchange website)</i> <p>For Local Governments (i.e. community-wide data) use: https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/</p> <p>For specific Census Block Groups use: https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places/</p>

DOCUMENTING BENEFITS TO LOW- AND MODERATE-INCOME (LMI) PERSONS (CONTINUED)

National Objective	Required Supporting Documentation
LMI – Survey Data	<ul style="list-style-type: none"> • Boundary map of service area • Map of survey area with number of residential units identified • Population of the service area • Survey Instrument • Methodology • Calculations Reported on Income and Demographic Tabulation Sheets, provided in Income Survey Guide
LMI – Limited Clientele	<ul style="list-style-type: none"> • Documentation that the activity <u>exclusively benefits</u> a particular group presumed by HUD to be made up of principally LMI persons (see page 16 of the CDBG-PF Application Instructions)

DOCUMENTING PREVENTION/ELIMINATION OF SLUM AND BLIGHT

National Objective	Required Supporting Documentation
Prevention/ Elimination of Slum & Blight – AREA BASIS	<ul style="list-style-type: none">• Completed and signed Slum & Blight Certification & Compliance Form• Formal designation by community declaring the area as slum/blight• Documentation that 25% or more of properties in the area meet certain conditions specified by HUD (see pages 16-17 of the CDBG-PF Application Instructions)• Documentation that the proposed project activity address one or more of the factors that contributed to the condition of the area
Prevention/ Elimination of Slum & Blight – SPOT BASIS	<ul style="list-style-type: none">• Completed and signed Slum and Blight Certification & Compliance Form• Documentation that CDBG funds will be used for one of more of the eligible activities allowed by HUD for preventing/eliminating slum and blight on a spot basis• Documentation that the proposed activity will address the condition

DOCUMENTING URGENT LOCAL NEED

National Objective	Required Supporting Documentation
Urgent Local Need	<ul style="list-style-type: none">• Documentation of the conditions that pose a serious and immediate threat to health/welfare of community (refer to page 17 in the CDBG-PF Application Instructions)• Date on which the conditions developed or became urgent (must have become urgent within 18 months preceding application)• Evidence that applicant is unable to fund activity on its own and other sources of funds are not available <p>(Refer to page 17 of CDBG-PF Application Instructions)</p>

CDBG-PF APPLICATION SCORING & REVIEW

- 5 Scored Categories, 250 Point Maximum
 - 1) Project Need = 90 points
 - 2) Community Distress = 60 points
 - 3) Financial Need = 30 points
 - 4) Planning & Collaboration = 20 points
 - 5) Committed Matching Funds = 50 points

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 5 – Project Need

PART 5 – PROJECT NEED (0-90 Points)

On the following pages, concisely describe the need for the proposed project.

Address:

- the current condition of the problem,
- the frequency that the problem occurs,
- the effect(s) of the problem if left untreated, and
- extent to which the proposed project will alleviate the problem.

Data or pertinent information that quantifies the need can be included in the narrative or as an attachment to this application. Limit your narrative to two (2) pages (pages 6 & 7 of this application) with not less than a 12-point font.

*** Additional/supporting documentation may be attached, but it will NOT be scored. ***

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 5 – Project Need (continued)

- Concise Written Narrative; 2 Single-Spaced Pages
 - Topics that must be addressed are listed.
(Adequate space has been provided to type an answer/response.)
- Scoring:
 - Severe Need = 61 to 90 points; significant existing problem with an impact on health, safety, or welfare of community
 - Moderate Need = 31 to 60 points; moderately serious problem with high probability of impacting health, safety, or welfare of community
 - Slight Need = 1 to 30 points; less serious problem with low probability of impacting health, safety, or welfare of community

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 6 – Community Distress

PART 6 – COMMUNITY DISTRESS (0-60 Points)	
Median Household Income (0-30 Points) Source Data: 5 yr. American Community Survey at www.factfinder.census.gov	\$□
Per Capita Property Value (0-15 Points) Source Data: http://www.revenue.wi.gov/pubs/slf/tvc14.pdf	\$□
Local Property Tax Rate [Full Gross only] (0-15 Points) Source Data: http://www.revenue.wi.gov/pubs/slf/tvc14.pdf	□

2016 CDBG-PF APPLICATION (CONTINUED)

- Part 6 – Community Distress (continued)
 - Three criteria (60 points total):
 - Community median household income relative to the statewide median = 0-30 points
 - Per capita property value relative to the statewide median = 0-15 points
 - Local property tax rate relative to the statewide average = 0-15 points

COMMUNITY DISTRESS: MEDIAN HOUSEHOLD INCOME SCORING

- Points allocated to communities with median household incomes below the statewide median

POINT VALUE	MEDIAN HOUSEHOLD INCOME
0	Greater than \$52,738
2	\$50,998 - \$52,738
4	\$49,257 - \$50,997
6	\$47,517 - \$49,256
8	\$45,777 - \$47,516
10	\$44,036 - \$45,776
12	\$42,296 - \$44,035
14	\$40,556 - \$42,295
16	\$38,815 - \$40,555
18	\$37,075 - \$38,814
20	\$35,334 - \$37,074
22	\$33,594 - \$35,333
24	\$31,854 - \$33,593
26	\$30,113 - \$31,853
28	\$28,373 - \$30,112
30	Less than \$28,373

Source: 2010-2014 American Community Survey 5-Year Estimates. Median Household Income Wisconsin Average.

<http://factfinder.census.gov/>

COMMUNITY DISTRESS: PER CAPITA PROPERTY VALUE SCORING

- Points allocated to communities with values below the median

POINT VALUE	PER CAPITA PROPERTY VALUE RANGE		
0	Greater than \$83,556		
1	\$80,572	-	\$83,556
2	\$77,588	-	\$80,571
3	\$74,603	-	\$77,587
4	\$71,619	-	\$74,602
5	\$68,635	-	\$71,618
6	\$65,651	-	\$68,634
7	\$62,667	-	\$65,650
8	\$59,683	-	\$62,666
9	\$56,699	-	\$59,682
10	\$53,714	-	\$56,698
11	\$50,730	-	\$53,713
12	\$47,746	-	\$50,729
13	\$44,762	-	\$47,745
14	\$41,778	-	\$44,761
15	Less than \$41,778		

Source: 2014 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services.
<https://www.revenue.wi.gov/pubs/slf/tvc14.pdf>

Municipality Per Capita Property Value derived by dividing Full Value of property by Population of municipality.

COMMUNITY DISTRESS – TAX RATE SCORING

- Points allocated to municipalities with rates above the Statewide average

POINT VALUE	TAX RATE OF MUNICIPALITY RANGE
0	Less than .0200
1	0.0200 - 0.0217
2	0.0218 - 0.0229
3	0.0230 - 0.0235
4	0.0236 - 0.0241
5	0.0242 - 0.0248
6	0.0249 - 0.0254
7	0.0255 - 0.0260
8	0.0261 - 0.0266
9	0.0267 - 0.0272
10	0.0273 - 0.0279
11	0.0280 - 0.0285
12	0.0286 - 0.0291
13	0.0292 - 0.0297
14	0.0298 - 0.0303
15	Greater than .0303

Source: 2014 Town, Village and City Taxes Bulletin. Wisconsin Department of Revenue – Division of State and Local Finance – Bureau of Local Government Services. (Full Value Gross Tax Rate)

<https://www.revenue.wi.gov/pubs/slf/tvc14.pdf>

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 7 – Financial Need

PART 7 – FINANCIAL NEED (0-30 Points)		
Amount of Local Matching Funds Committed to Project: (This is the amount of Applicant Funds in Part 9 – Commitment of Matching Funds) (Attach the completed Proposed Project Budget to the application)		\$
If the Local Matching Funds amount is less than 10% of the Total Project Cost, Is a waiver request from the UGLG's CEO attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Funding Sources for Local Funds Committed to Project: <input type="checkbox"/> General Obligation (G.O.) Debt <input type="checkbox"/> Revenue Bonds <input type="checkbox"/> Other (briefly explain):		
If G.O. Debt is Funding Source:		
G.O. Debt Capacity For 2016:		\$
Used G.O. Debt (to date):		\$
Anticipated used G.O. debt for 2016 without CDBG Assistance:		\$
Anticipated used G.O. debt for 2016 with CDBG Assistance:		\$
Future (within the next three years) G.O. Debt Obligations (Attach Resolution or Capital Improvement Plan to the application)		\$
For Water and Sewer Projects:		
(Attach current Balance Sheet of the Enterprise Statement)		
Annual <u>water</u> charge calculated for a household using 70,000 gallons of water:		\$
Projected increase in the water charge with grant assistance:	<input type="text"/> %	\$
Projected increase in the water charge without grant assistance:	<input type="text"/> %	\$
Annual <u>sewer</u> charge calculated for a household using 70,000 gallons of water:		\$
Projected increase in the sewer charge with grant assistance:	<input type="text"/> %	\$
Projected increase in the sewer charge without grant assistance:	<input type="text"/> %	\$

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 7 – Financial Need (continued)

Water/Sewer Projects		All Other Projects
Scoring based on percentage increase in utility rates without CDBG assistance	or	Scoring based on percentage of General Obligation (G.O.) debt used without CDBG assistance
<ul style="list-style-type: none">• 3 points allocated for each 10% that the community's rate exceeds the State average, up to 30 points		<ul style="list-style-type: none">• Comparing UGLG's G.O. Debt Capacity with percentage of used G.O. Debt anticipated after factoring project cost without CDBG assistance

FINANCIAL NEED: G.O. DEBT SCORING

UGLG G.O. DEBT CAPACITY	USED G.O. DEBT			
	30 Points	20 Points	10 Points	0 Points
\$10,000,000 or Greater	80% or Greater	65% up to 80%	50% up to 65%	Less than 50%
\$7,500,000 - \$9,999,999	75% or Greater	60% up to 75%	45% up to 60%	Less than 45%
\$5,000,000 - \$7,499,999	70% or Greater	55% up to 70%	40% up to 55%	Less than 40%
\$3,000,000 - \$4,999,999	65% or Greater	50% up to 65%	35% up to 50%	Less than 35%
\$1,000,000 - \$2,999,999	60% or Greater	45% up to 60%	30% up to 45%	Less than 30%
\$500,000 - \$999,999	55% or Greater	40% up to 55%	25% up to 40%	Less than 25%
\$250,000 - \$499,999	50% or Greater	35% up to 50%	20% up to 35%	Less than 20%
Less than \$250,000	Maximum Points Awarded			

*Scoring based on the UGLG's anticipated Used G.O. Debt
after project costs incurred **without** CDBG assistance.*

FINANCIAL NEED: UTILITY RATE SCORING (WATER AND SEWER PROJECTS)

POINT VALUE	SEWER AND WATER RATES		
	Sewer Only	Water Only	Combined
0	Less than \$501	Less than \$291	Less than \$787
3	\$501 - \$550	\$291 - \$319	\$787 - \$865
6	\$551 - \$600	\$320 - \$348	\$866 - \$943
9	\$601 - \$650	\$349 - \$377	\$944 - \$1,022
12	\$651 - \$700	\$378 - \$406	\$1,023 - \$1,101
15	\$701 - \$751	\$407 - \$436	\$1,102 - \$1,180
18	\$752 - \$801	\$437 - \$465	\$1,181 - \$1,258
21	\$802 - \$851	\$466 - \$494	\$1,259 - \$1,337
24	\$852 - \$901	\$495 - \$523	\$1,338 - \$1,416
27	\$902 - \$951	\$524 - \$552	\$1,417 - \$1,494
30	Greater than \$951	Greater than \$552	Greater than \$1494

Source: The statewide average water and sewer rates used as the basis for this scoring are drawn from the Wisconsin Community Water & Sewer Rate Survey 2010 by Ruekert & Mielke, Inc.

Scoring based on the UGLG's anticipated water and/or sewer rates after project costs incurred without CDBG assistance.

2016 CDBG-PF APPLICATION (CONTINUED)

○ Part 8 – Planning & Collaboration

PART 8 – PLANNING AND COLLABORATION (0 - 20 Points)	
Does the Applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan? (0-10 Points)	
<input type="checkbox"/> Yes: Date the Plan was adopted or most recently revised: _____	
<div>Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan and attach a copy of the applicable sections of the Plan.</div>	
<input type="checkbox"/> No	
Will the proposed project occur in conjunction with other planned public improvement or construction project? (0-10 Points)	
<input type="checkbox"/> Yes: <div>Briefly explain, within the space provided, how this project fits within or supports another planned public improvement project. Include efficiencies, cost savings, and desirable effects that will be realized by completing these projects simultaneously. For example: The county/state/other is planning a road construction project so the UGLG will coordinate a planned sewer, water, or street reconstruction project in accordance with the community's adopted comprehensive plan and to realize economic efficiencies (list them).</div>	
<input type="checkbox"/> No	

2016 CDBG-PF APPLICATION (CONTINUED)

- Part 8 – Planning & Collaboration (continued)
 - 2 criteria; 10 points each
 - Planning = 10 points will be awarded to projects that are included in a community's comprehensive or redevelopment plan
 - Coordination of Efforts = 10 points will be awarded if the proposed project will generate efficiencies by occurring in conjunction with other planned public improvement projects

2016 CDBG-PF APPLICATION (CONTINUED)

PART 9 – COMMITMENT OF MATCHING FUNDS (0 - 50 Points)

APPLICANT: _____

DATE: ____ / ____ / ____

Attach documentation of financial commitments and supporting information to confirm the validity and reasonableness of budgeted costs.

Activity	Source of Matching Funds				Total
	CDBG Funds	Applicant	Other Public Funds	Private Funds	
Acquisition - Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acquisition - Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Center/Facility Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearance - Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curb and Gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical System Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Remediation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streets/Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Treatment Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering (match only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Total(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In addition to Applicant Match Funds, summarize the other Public and Private sources of project funding:

Signed Commitment Documents Included?

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

Source: _____ Amount: \$ _____ Status: ☐ Pending ☐ Committed ☐ Yes ☐ No

2016 CDBG-PF APPLICATION (CONTINUED)

- Part 9 – Commitment of Matching Funds (continued)
 - Applicants will be awarded up to 50 points if they can demonstrate that **all** the matching funds for the proposed Public Facilities project have been fully committed and are ready to be used (i.e. the project is “shovel-ready”)
 - Points will be awarded on a percentage basis, in proportion to the percentage of matching funds that the Applicant is able to prove have been fully committed to the Public Facilities project

2016 CDBG-PF APPLICATION (CONTINUED)

○ Application Attachments and Supporting Documentation Checklist

PUBLIC FACILITIES APPLICATION ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST				
Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopting Resolution of the Citizen Participation Plan	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Newly Adopted Citizen Participation Plan (<i>See Part 3-Initial Eligibility</i>)	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3. A copy of the Citizen Participation Public Hearing Notice (<i>proof of minimum 14-day advance notice</i>)	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	4. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	5. Public Hearing Sign-In Sheet or Meeting Minutes		<input type="checkbox"/>	<input type="checkbox"/>
Financial	6. Project Budget	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	7. Proof of Local Match Commitments (<i>i.e. copies of the signed award letters, signed loan paperwork, resolutions committing funds, and bank account statements</i>)	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	8. Request for Waiver of match funds requirement (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	9. Proof of water/sewer rates (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	10. Proof of water/sewer account balances (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Service Area / Income Survey	11. Map of Service Area	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	12. Demographic Profile Sheet of beneficiaries in service area	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	13. Map of Income Survey Area (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Income Survey Results Tabulation Sheet (<i>if applicable: see Income Survey Guide p.14-15</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	15. Demographic Tabulation Sheet from Income Survey (<i>if applicable: see Income Survey Guide p.16</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	16. Copy of Income Survey Form used and related correspondence sent with survey (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>

2016 CDBG-PF APPLICATION (CONTINUED)

○ Application Attachments and Supporting Documentation Checklist

Fair Housing	17. Fair Housing Actions (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	<input type="checkbox"/>	
	18. Adopting Resolution of the Fair Housing Ordinance	✓	<input type="checkbox"/>	
	19. A copy of the Fair Housing Ordinance	✓	<input type="checkbox"/>	
Slum & Blight	20. Slum and Blight Certification (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	21. Slum and Blight supporting documentation (<i>area basis only</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition / Relocation	22. A copy of the Relocation Plan/Anti-Displacement Policy	✓	<input type="checkbox"/>	
	23. Acquisition/Relocation/Demolition Questionnaire	✓	<input type="checkbox"/>	
Other	24. Authorizing Resolution (<i>for application submission</i>)	✓	<input type="checkbox"/>	
	25. Planning & Collaboration supporting documentation (<i>e.g. adopted comprehensive plan, community redevelopment plan</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	26. Statement of Assurances	✓	<input type="checkbox"/>	
	27. Lobbying Certification	✓	<input type="checkbox"/>	
	28. Resolution Adopting Excessive Use of Force Ordinance	✓	<input type="checkbox"/>	
	29. Certification applicant is not on the federal debarment list (<i>See www.sam.gov</i>)	✓	<input type="checkbox"/>	

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: CITIZEN PARTICIPATION PLAN

Division of Energy, Housing and Community Resources
Community Development Block Grant – SAMPLE Citizen Participation Plan

SAMPLE

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

(Name of UGLG/ Community)

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the _____ (county, city, village, town; select one), the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: CITIZEN PARTICIPATION PLAN (PAGE 2)

CITIZEN PARTICIPATION

1. The _____ (county, city, village, or town; select one) shall **establish a committee** composed of persons representative of the _____ (county, city, village, or town; select one) demographics. This committee must include at least one LMI person.

The **committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible.** This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the _____ (county, city, village, or town; select one).

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the _____ **(Name of local newspaper) at least two full weeks prior to the hearing.** **In addition, the public notice shall be posted at the _____ (county, city, village, or town; select one) municipal building.** These notices will include **time, place and date of meetings, as well as a brief agenda.**
2. All notifications of meetings and available assistance must be worded in such a way as to **encourage LMI participation.** In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: CITIZEN PARTICIPATION PLAN (PAGE 2-3)

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

Page 2

v2015.12.14

Division of Energy, Housing and Community Resources

Community Development Block Grant – SAMPLE Citizen Participation Plan

1. The first hearing will receive citizens' views and provide an explanation of.
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The _____ (county, city, village, or town; select one) will attempt to have at least one of the public hearings in the service area (if applicable).

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: CITIZEN PARTICIPATION PLAN (PAGE 4)

COMPLAINTS

The _____ (county, city, village, or town; select one) will handle citizen complaints about the program in a timely manner. By federal regulation the _____ (county, city, village, or town; select one) will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the _____.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 5th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: FAIR HOUSING ORDINANCE SAMPLE

SAMPLE

Fair Housing Ordinance

(Ordinance Section/Number)

Fair and Open Housing

(Ordinance #) State Statutes Adopted

(Ordinance#) Authority and Enforcement Procedures Implemented

(Ordinance #) Complaints

(Ordinance #) STATE STATUTES ADOPTED.

The (governing body) of the (municipality) hereby **adopts Section 106.50, Wisconsin Statutes**, as amended, and all subsequent amendments thereto.

(Ordinance #) AUTHORITY AND ENFORCEMENT PROCEDURES IMPLEMENTED.

The officials and employees of the (municipality) shall assist in the orderly prevention and removal of all discrimination in housing within the (municipality) by implementing the authority and enforcement procedures **set forth in Section 106.50, Wisconsin Statutes**, as amended.

SEC. 13-3-3 COMPLAINTS.

The (municipality type) Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the (municipality) to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: SLUM & BLIGHT CERTIFICATION (PAGE 1)

SLUM & BLIGHT CERTIFICATION and COMPLIANCE

How will your proposed project qualify for the
Slum & Blight National Objective?

☐ Area Basis

☐ Spot Basis

For Area Basis projects:

1. As required by 24 CFR 570.483, has your community
officially designated the area meeting the definition of a
slum, blighted, or deteriorated area under state or local law? ☐ Yes ☐ No

If you answered **YES** to Question #1, you **must** attach supporting
documentation of this designation with this Slum & Blight Certification form.

2. Federal regulations require that at least 25 percent of properties throughout the
area experience one or more of the five conditions listed below.

Indicate which conditions are applicable to your project. You **must** attach
relevant supporting documentation to this Slum & Blight Certification form to
demonstrate that the area meets each of the selected conditions based on
language found in 24 CFR 570.483.

- ☐ Physical deterioration of buildings or improvements
- ☐ Abandonment of properties
- ☐ Chronic high occupancy turnover rates or chronic high vacancy rates
in commercial or industrial buildings
- ☐ Significant declines in property values or abnormally low property
values relative to other areas in the community
- ☐ Known or suspected environmental contamination

3. Use the space (provided on the next page) to describe how the activity or
activities for which you are requesting assistance will address one or more of the
conditions that contributed to the deterioration of the area.

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: SLUM & BLIGHT CERTIFICATION (PAGE 2)

For Spot Basis Projects:

1. Under CDBG regulations, only certain activities can be undertaken to prevent slum and blight on a spot basis. Indicate, using the list below, the activities for which you will use CDBG funds if your project is selected:

- ☐ Acquisition
- ☐ Clearance
- ☐ Relocation
- ☐ Historic Preservation
- ☐ Remediation of Environmentally Contaminated Properties
- ☐ Rehabilitation of Buildings or Improvements (limited to eliminating conditions detrimental to public health and safety)

2. Use the space below to describe the conditions of slum or blight at the project location and how the activity or activities for which you are requesting assistance will address the condition(s). Attach relevant supporting documentation as needed.

[Description of the conditions of slum & blight that currently exist at the project location(s) and how the proposed activity, or activities, will address the condition(s)]

Signature of the Chief Elected Official

Title

Date

Typed Name of the Chief Elected Official

Name of the Unit of General Local Government (UGLG)

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: STATEMENT OF ASSURANCES (PAGE 1)

STATEMENT OF ASSURANCES

I, _____, _____ of _____
(Name of the Chief Elected Official) (CEO's Job Title) (UGLG/Unit of General Local Government's Name)
in _____ County certify that the _____
(County Name) (UGLG/Unit of General Local Government's Name)

[Initial each item.]

1. _____ Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded.
2. _____ Has identified its housing and community development needs, including those of low- and moderate-income persons and the activities to be undertaken meet such needs.
3. _____ Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance.
4. _____ Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan.
5. _____ Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants.
6. _____ Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint.
7. _____ Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
8. _____ Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent and civil rights demonstrations.

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: STATEMENT OF ASSURANCES (PAGE 2)

9. _____ Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
10. _____ Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
11. _____ Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210.
12. _____ Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to:
- ☐ Completing the environmental review process;
 - ☐ Requesting federal wage rates if applicable;
 - ☐ Establishing base employment levels for job-related projects;
 - ☐ Entering into a development agreement with the participating business if applicable; **and**
 - ☐ Developing a system for tracking job retention and/or LMI benefit.
13. _____ Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.

I certify that, to the best of my knowledge and belief, the information being submitted to the WI Department of Administration (DOA) is true and correct.

Signature of the Chief Elected Official (CEO)

Date Signed

Signature of the Local Clerk

Date Signed

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

SAMPLE

Relocation Plan

WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Plan for the [redacted] (city/town/village/county) is developed in accordance with the Housing and Community Development Act of 1974 and HUD regulations at 24 CFR 42.325 and is applicable to the [redacted] CDBG program.

Minimize Displacement

Consistent with the goals and objectives of active transportation planning, the [redacted] (city/town/village/county) of [redacted] will minimize the direct and indirect displacement of [redacted] (city/town/village/county) of [redacted] below are *examples only*, each jurisdiction must tailor its plan to its *local needs and priorities*.)

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the [redacted] (city/town/village/county) of [redacted] may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The [redacted] (name and phone number of the office) is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The [redacted] (name and phone number of the office) is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the [redacted] (city/town/village/county) of [redacted]
Board on: [redacted] (date adopted).

Signature of Authorized Official

Title of Authorized Official

PRINTED NAME of Authorized Official

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: ACQUISITION/RELOCATION/DEMOLITION QUESTIONNAIRE – ITEMS 1 & 2

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

ACQUISITION, RELOCATION, & DEMOLITION QUESTIONNAIRE

for a Community Development Block Grant (CDBG)

This questionnaire will be used by the Division of Energy, Housing and Community Resources to determine if you have adequately planned and budgeted for acquisition, relocation, down payment assistance, rehabilitation, and demolition activities related to your proposed CDBG project. Requirements are referenced in the Uniform Relocation and Real Property Acquisition Policies of 1970, as amended (URA) and Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

Answer the following Acquisition, Relocation, Demolition, and Conversion questions (**Yes**, **No**, or **N/A**).

The proposed CDBG project will involve the:

1. _____ Voluntary Acquisition of:

_____ Permanent easement(s)

_____ Vacant land

_____ Land and building(s)

_____ *Will tenants be, or have they been, displaced?*

2. _____ Involuntary Acquisition of:

_____ Permanent easement(s)

_____ Vacant land

_____ Land and building(s)

_____ *Are any units occupied? If yes, indicate whether:*

_____ Relocation assistance will be provided or has been provided

_____ Residential occupant is low- and moderate-income

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: ACQUISITION/RELOCATION/DEMOLITION QUESTIONNAIRE – ITEMS 3 & 4

3. _____ Donation of:

_____ Permanent easement(s)

_____ Vacant land

_____ Land and building(s)

_____ Tenant(s) will be displaced or have been displaced

_____ Tenant(s) is residential occupant and is low- and moderate-income

4. _____ Demolition of residential units or conversion/rehabilitation of residential unit to another use, and the:

_____ Unit is occupiable

_____ Unit rents or would rent at or below the Fair Market Rent

_____ Unit will be replaced

NOTE: *If “yes” to any of the three questions above, attach documentation required and listed in your Uniform Relocation Plan.*

_____ Unit is not occupiable and evidence is attached

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: FAIR HOUSING ACTIONS FORM (PAGE 1)

POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. **Indicate (by checking the appropriate boxes) at least **THREE (3)** of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. **Fair housing actions may include, but are not limited to the following:**

Selection(s)	Actions
<input type="checkbox"/>	1. Enact, strengthen, or advertise a local fair housing law;
<input type="checkbox"/>	2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
<input type="checkbox"/>	3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
<input type="checkbox"/>	4. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
<input type="checkbox"/>	5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
<input type="checkbox"/>	6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
<input type="checkbox"/>	7. Display a fair housing poster or provide fair housing information at an appropriate public place;
<input type="checkbox"/>	8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: FAIR HOUSING ACTIONS (PAGE 2)

<input type="checkbox"/>	9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
<input type="checkbox"/>	10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
<input type="checkbox"/>	11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.
<input type="checkbox"/>	12. OTHER:
<input type="checkbox"/>	13. OTHER:


UGLG Name: _____

Date by which the actions will be completed: _____ (Date)

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>
Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: DEBARMENT CHECK SAMPLE



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOME | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

QUICK SEARCH:

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

SEARCH

Need Help?

ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.


ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

DISASTER RESPONSE REGISTRY SEARCH

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: DEBARMENT CHECK SAMPLE (PAGE 2)



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HOME | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE:** Please read this important message when searching for exclusion records.

Current Search Terms: turtle* town*

Clear Search

TOTAL RECORDS: 3
Result page 1 of 1

Save PDF | Export Results | Print

Sort by: Modified Date | Order by: Descending

FILTER RESULTS

By Record Status
☒ Active
☒ Inactive

By Functional Area
☐ Entity Management
☐ Performance Information

Apply Filters

Note: Filters are case sensitive

Your search for "turtle* town*" returned the following results...

Entity	TURTLE, TOWN OF	Status: Active
DUNS:	020460903	CAGE Code: 6HE25
Has Active Exclusion?:	No	DoDAAC:
Expiration Date:	10/23/2016	Delinquent Federal Debt? No
Purpose of Registration:	Federal Assistance Awards Only	
Entity	TURTLE TOWN WLIHUKU INC	Status: Inactive
DUNS:	078374908	CAGE Code: 6N6V4
Has Active Exclusion?:	No	DoDAAC:
Expiration Date:	03/06/2013	Delinquent Federal Debt? No
Purpose of Registration:	All Awards	

Glossary

- [Search Results](#)
- [Entity](#)
- [Exclusion](#)
- [Search Filters](#)
- [By Record Status](#)
- [By Functional Area - Entity Management](#)
- [By Functional Area - Performance Information](#)

2016 CDBG-PF APPLICATION (CONTINUED)

ATTACHMENT: DEBARMENT CHECK SAMPLE: No RESULTS/NOT REGISTERED IN SYSTEM

Current Search Terms: yourville* village*

Clear Search

TOTAL RECORDS: 0

Save PDF | Export Results | Print

Result page 0 of 0

Sort by **Modified Date** ▼ Order by **Descending** ▼

FILTER RESULTS

By Record Status

☒ Active

☒ Inactive

By Functional Area

☐ Entity Management

☐ Performance Information

Apply Filters

Note: Filters are case sensitive

No records found for current search.

Result page 0 of 0

Save PDF | Export Results | Print

Glossary

Search Results

Entity

Exclusion

Search Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

QUESTIONS?

CDBG INCOME SURVEY GUIDANCE

INCOME SURVEY GUIDANCE

- HUD Low-to-Moderate Income Summary Data (LMISD) must be used to “maximum extent feasible” – State can accept survey data if justifiable and sound methodologically is used
- Methods:
 - Census Survey or Random Sample Survey of Families
 - Copy of Survey Instrument(s) and Documents Used
 - Mail, Phone, Online/Web-based, Email, In-Person Interviews
 - Follow-Up Efforts to Achieve Acceptable Response Rate

INCOME SURVEY GUIDANCE (CONTINUED)

○ Calculations: Income and Race/Ethnicity

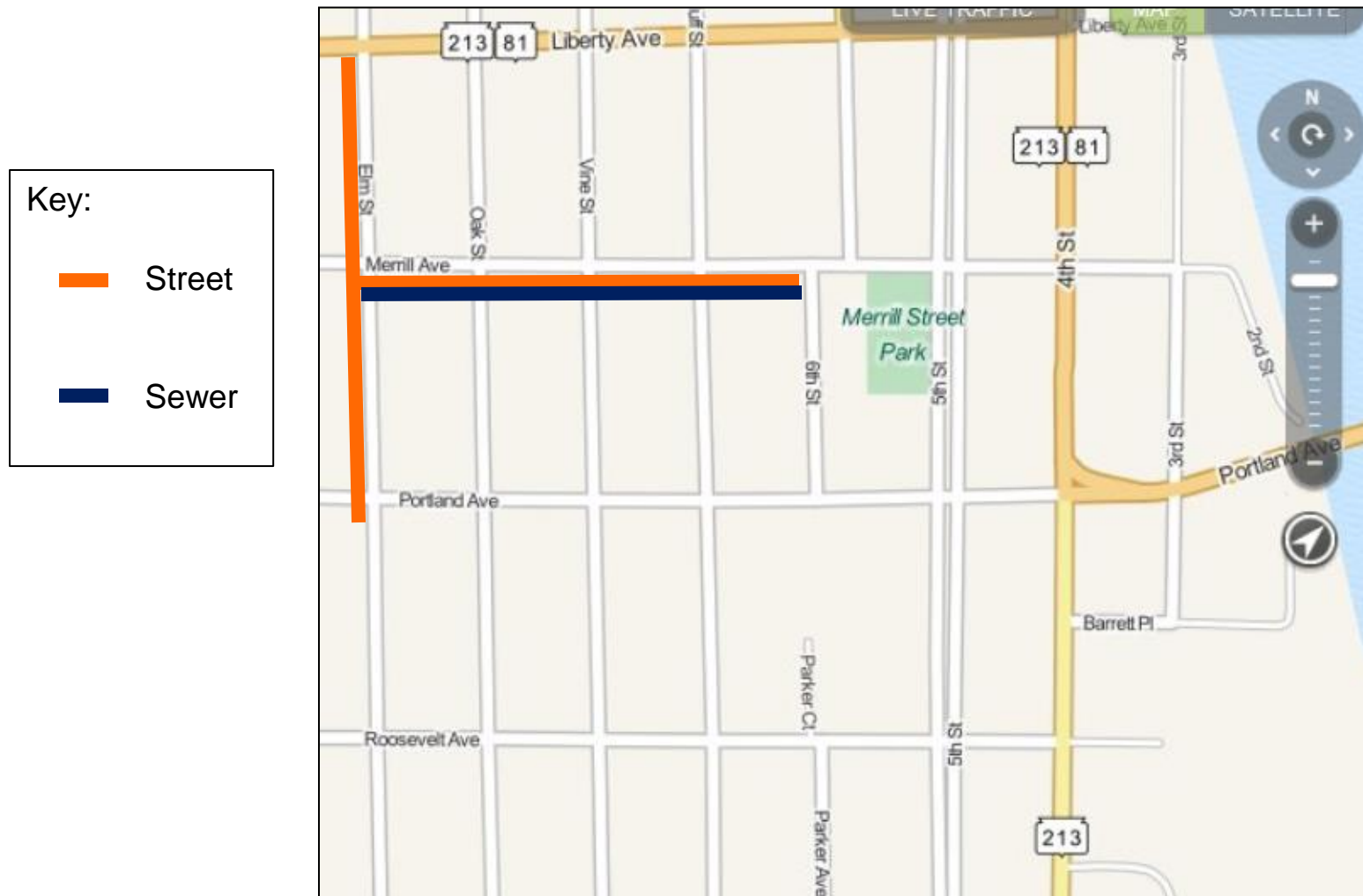
Demographics Tabulation Sheets

- Number of residents in service area
- Number of families/residents surveyed
- Total number of families that respond
- Number of LMI persons in families that responded
- Percentage of LMI Respondents
- **Method of calculating LMI percentage based on the number of responses is dependent upon type of survey (Census Survey vs. Random Sample Survey)**

INCOME SURVEY GUIDANCE (CONTINUED)

- What's New In Income Survey Guide
 - Defining Family
 - Defining Income
 - Sample Size Calculator for all Random Sample Surveys; and for Census Surveys with populations under 100 families
 - Additional Tabulation Options for Estimating Population
 - Using combination of HUD LMISD and income survey data for multi-jurisdiction projects
 - Provide Service Area Map and Income Survey Area Map

INCOME SURVEY – SAMPLE PROJECT SERVICE AREA MAP



INCOME SURVEY – SAMPLE SURVEY AREA MAP

Key:

☐ No Response

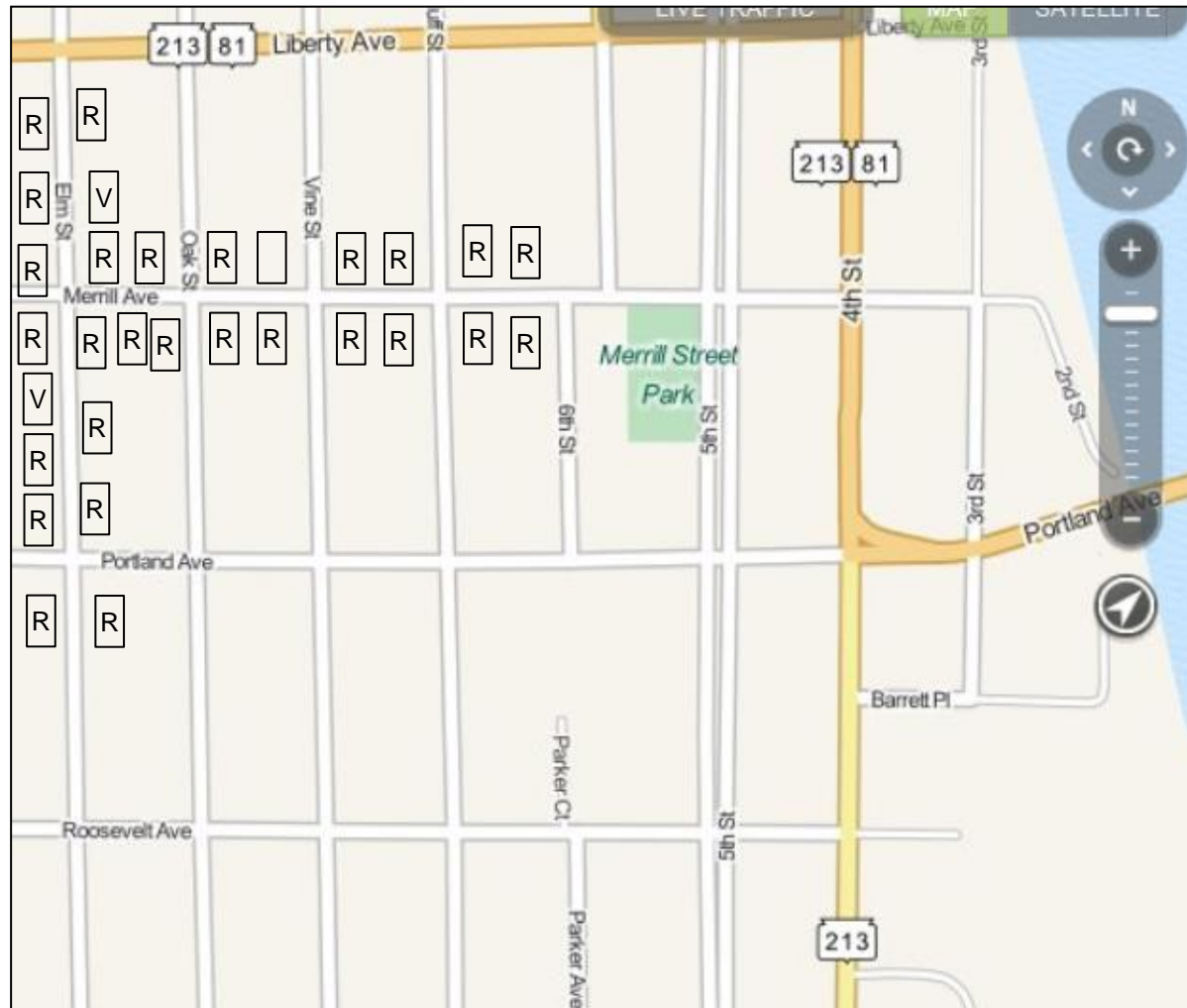
☒ Responded

☒ Vacant

Summary:

30 Houses:
28 Occupied
2 Vacant

27 Responses
1 No Response



INCOME SURVEY

Census Survey: Income Survey Results Tabulation

INCOME SURVEY

Municipality: _____
 Survey Start Date (date first survey was conducted/distributed): _____
 Survey Completion Date (date last survey was conducted/collected): _____

1. Number of families in the project service area. <i>All families in the service area must be given the opportunity to complete the survey for a Census Survey. Refer to the "Families in the Service Area" section in this Income Survey Guide for guidance on determining or estimating the number of families in a project service area.</i>	
2. Minimum number of families needed to respond for a valid survey <i>Refer to the "Census Survey" section in this Income Survey Guide to determine the minimum number of responses needed for a Census Survey.</i>	
3. Number of families that completed a survey (i.e., survey respondents) <i>[calculate using survey responses]</i>	
4. Survey response rate <i>[line 3 divided by line 1; then multiplied by 100]</i>	%
5. Number of LMI families among survey respondents <i>[calculate using survey responses]</i>	
6. Number of LMI persons among survey respondents (this number is also considered the total number of LMI persons living in the project service area) <i>[calculate using survey responses]</i>	
7. Number of Non-LMI families among survey respondents <i>[calculate using survey responses]</i>	
8. Number of Non-LMI persons among survey respondents <i>[calculate using survey responses]</i>	
9. Number of all persons in all families among survey respondents <i>[line 6 added to line 8]</i>	
10. Average family size among all survey respondents <i>[line 9 divided by line 3]</i>	
11. Number of non-responding families (families that did not respond to the survey) <i>[line 3 subtracted from line 1]</i>	
12. Estimated number of persons in non-responding families <i>[line 10 multiplied by line 11]</i>	
13. Number of persons living in the project service area (i.e., project service area population) <i>If a 100% survey response rate was achieved, enter the number from line 9. If the survey response rate was less than 100%, the population is estimated. Refer to the "Tabulating Survey Results" section in this Income Survey Guide and the items below for guidance on estimating population. Use one of the methods below to estimate the population and check the box to indicate which method was used:</i> <input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for projects/service areas that are community-wide) <input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s); not allowed for estimate of community-wide population) <input type="checkbox"/> Option 3: Calculated estimate by multiplying the average family size of survey respondents by the number of all families in the project service area <i>[line 1 multiplied by line 10]</i> (appropriate when the survey area/service area is not community-wide and the U.S. Census household size data does not appear to be representative of the service area based on survey results (i.e., the survey respondents' average family size is notably different than the average household size listed in the Census data for the community) <input type="checkbox"/> Option 4: Calculated estimate by adding the estimated number of persons in non-responding families to the number of persons in responding families <i>[line 9 added to line 12]</i> (appropriate when the response rate is well above the minimum required and only a small number of families did not respond, generally 10% or less)	
14. LMI Percentage for project service area (percentage of LMI persons in the project service area) <i>[line 6 divided by line 13; then multiplied by 100]</i>	%

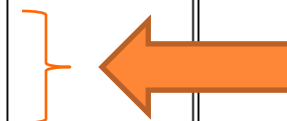
Updated!

INCOME SURVEY TABULATION – CENSUS SURVEY

1. Number of families in the project service area. <i>All families in the service area must be given the opportunity to complete the survey for a Census Survey. Refer to the “Families in the Service Area” section in this Income Survey Guide for guidance on determining or estimating the number of families in a project service area.</i>	
2. Minimum number of families needed to respond for a valid survey <i>Refer to the “Census Survey” section in this Income Survey Guide to determine the minimum number of responses needed for a Census Survey.</i>	
3. Number of families that completed a survey (i.e., survey respondents) <i>[calculate using survey responses]</i>	
4. Survey response rate <i>[line 3 divided by line 1; then multiplied by 100]</i>	%
5. Number of LMI families among survey respondents <i>[calculate using survey responses]</i>	
6. Number of LMI persons among survey respondents (this number is also considered the total number of LMI persons living in the project service area) <i>[calculate using survey responses]</i>	
7. Number of Non-LMI families among survey respondents <i>[calculate using survey responses]</i>	
8. Number of Non-LMI persons among survey respondents <i>[calculate using survey responses]</i>	
9. Number of all persons in all families among survey respondents <i>[line 6 added to line 8]</i>	
10. Average family size among all survey respondents <i>[line 9 divided by line 3]</i>	
11. Number of non-responding families (families that did not respond to the survey) <i>[line 3 subtracted from line 1]</i>	
12. Estimated number of persons in non-responding families <i>[line 10 multiplied by line 11]</i>	

INCOME SURVEY TABULATION – CENSUS SURVEY

<p>13. Number of persons living in the project service area (i.e., project service area population) <i>If a 100% survey response rate was achieved, enter the number from line 9. If the survey response rate was less than 100%, the population is estimated. Refer to the “Tabulating Survey Results” section in this Income Survey Guide and the items below for guidance on estimating population. Use one of the methods below to estimate the population and check the box to indicate which method was used:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for projects/service areas that are community-wide) <input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s); not allowed for estimate of community-wide population) <input type="checkbox"/> Option 3: Calculated estimate by multiplying the average family size of survey respondents by the number of all families in the project service area [line 1 multiplied by line 10] (appropriate when the survey area/service area is not community-wide and the U.S. Census household size data does not appear to be representative of the service area based on survey results (i.e., the survey respondents’ average family size is notably different than the average household size listed in the Census data for the community)) <input type="checkbox"/> Option 4: Calculated estimate by adding the estimated number of persons in non-responding families to the number of persons in responding families [line 9 added to line 12] (appropriate when the response rate is well above the minimum required and only a small number of families did not respond, generally 10% or less) 	
<p>14. LMI Percentage for project service area (percentage of LMI persons in the project service area) [line 6 divided by line 13; then multiplied by 100]</p>	%



INCOME SURVEY TABULATION – RANDOM SAMPLE SURVEY

Random Sample Survey: Income Survey Results Tabulation

Municipality: _____

Survey Start Date (date first survey was conducted/distributed): _____

Survey Completion Date (date last survey was conducted/collected): _____

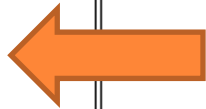
1.	Number of families in the project service area <i>Refer to the "Families in the Service Area" section in this Income Survey Guide for guidance on determining the number of families in a project service area.</i>	
2.	Minimum number of responses needed (i.e., minimum sample size) for a valid survey <i>Refer to the "Random Sample Survey" section in this Income Survey Guide to determine the minimum sample size (i.e., number of responses needed).</i>	
3.	Number of families included in the randomized sample survey (i.e., Number of surveys distributed/responses solicited) <i>Refer to the "Random Sample Survey" section in this Income Survey Guide to review the terms for oversampling for a randomized sample survey (line 3 cannot exceed: line 2 multiplied by 1.20).</i>	
4.	Number of families that responded to the survey (i.e., actual sample size) <i>This number should be equal to or greater than line 2 to be an acceptable sample size.</i>	
5.	Number of LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
6.	Number of persons living in the LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
7.	Average size of LMI families in sample/among respondents <i>[line 6 divided by line 5]</i>	
8.	Number of Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
9.	Number of persons living in Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
10.	Average size of Non-LMI families in sample/among respondents <i>[line 9 divided by line 8]</i>	
11.	Number of all persons in all families in sample/among respondents <i>[line 6 added to line 9]</i>	
12.	LMI ratio in sample/among respondents <i>[line 6 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i>	
13.	Non-LMI ratio in sample/among respondents <i>[line 9 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i> <i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>	
14.	Estimated total number of LMI persons in the project service area <i>[line 1 multiplied by line 12; then multiplied by line 7]</i>	
15.	Estimated total number of Non-LMI persons in the project service area <i>[line 1 multiplied by line 13; then multiplied by line 10]</i> <i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>	
16.	Estimated number of persons living in the project service area (i.e., population) <i>Check the method used for determining the population among the options below:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for community-wide projects/service areas only) <input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s) only; not allowed for estimate of community-wide population) <input type="checkbox"/> Option 3: Calculated estimate using survey data <i>[line 14 added to line 15]</i> 	
17.	Estimated LMI Percentage for project service area (percentage of LMI persons in the project service area) <i>[line 14 divided by line 16; then multiplied by 100]</i>	%

Updated!

INCOME SURVEY TABULATION – RANDOM SAMPLE SURVEY

1.	Number of families in the project service area <i>Refer to the “Families in the Service Area” section in this Income Survey Guide for guidance on determining the number of families in a project service area.</i>	
2.	Minimum number of responses needed (i.e., minimum sample size) for a valid survey <i>Refer to the “Random Sample Survey” section in this Income Survey Guide to determine the minimum sample size (i.e., number of responses needed).</i>	
3.	Number of families included in the randomized sample survey (i.e., Number of surveys distributed/responses solicited) <i>Refer to the “Random Sample Survey” section in this Income Survey Guide to review the terms for oversampling for a randomized sample survey (line 3 cannot exceed: line 2 multiplied by 1.20).</i>	
4.	Number of families that responded to the survey (i.e., actual sample size) <i>This number should be equal to or greater than line 2 to be an acceptable sample size.</i>	
5.	Number of LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
6.	Number of persons living in the LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
7.	Average size of LMI families in sample/among respondents <i>[line 6 divided by line 5]</i>	
8.	Number of Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
9.	Number of persons living in Non-LMI families in sample/among respondents <i>[calculate using survey responses]</i>	
10.	Average size of Non-LMI families in sample/among respondents <i>[line 9 divided by line 8]</i>	
11.	Number of all persons in all families in sample/among respondents <i>[line 6 added to line 9]</i>	

INCOME SURVEY TABULATION – RANDOM SAMPLE SURVEY

12. LMI ratio in sample/among respondents <i>[line 6 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i>	
13. Non-LMI ratio in sample/among respondents <i>[line 9 divided by line 11; calculate with 4 decimal places, e.g., .9999]</i> <i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>	
14. Estimated total number of LMI persons in the project service area <i>[line 1 multiplied by line 12; then multiplied by line 7]</i>	
15. Estimated total number of Non-LMI persons in the project service area <i>[line 1 multiplied by line 13; then multiplied by line 10]</i> <i>SKIP THIS STEP IF USING OPTION 1 OR OPTION 2 IN #16 BELOW.</i>	
16. Estimated number of persons living in the project service area (i.e., population) <i>Check the method used for determining the population among the options below:</i> <input type="checkbox"/> Option 1: Total population based on the most recent U.S. Census 5-Year American Community Survey data (allowed for community-wide projects/service areas only) <input type="checkbox"/> Option 2: Total population based on HUD LMISD census block data (allowed for projects/service areas that are coterminous with census block(s) only; not allowed for estimate of community-wide population) <input type="checkbox"/> Option 3: Calculated estimate using survey data <i>[line 14 added to line 15]</i>	
17. Estimated LMI Percentage for project service area (percentage of LMI persons in the project service area) <i>[line 14 divided by line 16; then multiplied by 100]</i>	

INCOME SURVEY TABULATION – RACE/ETHNICITY DEMOGRAPHIC DATA

Use
Categories
Required by
HUD for
CDBG
Program



Income Survey Results Demographics Tabulation								
	Family Size:							
	1	2	3	4	5	6	7	8 or More
Race/Ethnicity Totals:								
White								
# Hispanic								
Black/African American								
# Hispanic								
Asian								
# Hispanic								
American Indian/ Alaskan Native								
# Hispanic								
Native Hawaiian/ Pacific Islander								
# Hispanic								
Amer. Indian/ Alaskan Native & White								
# Hispanic								
Asian & White								
# Hispanic								
Black/African Amer. & White								
# Hispanic								
Amer. Indian/ Alaskan Nat. & Black/ African Amer.								
# Hispanic								
Other Multi-Racial								
# Hispanic								
Prefer Not to Answer								

INCOME SURVEY RESOURCES

CDBG Income Survey Guide

http://www.doa.wi.gov/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI_CDBG_CommunityDevelopmentIncomeSurveyGuide.pdf

HUD LMISD data sets drawn from U.S. Census 5-Year ACS

<http://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data>

HUD CPD Notice 14-10: Transition Policy for LMISD Updates During FY2014 for State CDBG

<http://portal.hud.gov/hudportal/documents/huddoc?id=14-10cpdn.pdf>

HUD CPD Notice 14-013: Guidelines for Conducting Income Surveys

<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity>

24 CFR 570.483(b)(1)(i): Criteria for National Objectives

http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.4#se24.3.570_1483

QUESTIONS?

CDBG PLANNING (CDBG-PLNG) PROGRAM

<http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview>

- \$820,000 available for the 2016 annual competitive application process
- Plans should address major local economic or community development proposals or unexpected economic activities that adversely impact the community
- Not less than 90% of funds must benefit LMI residents
- Maximum award:
 - \$25,000 for Community-Wide Plan
 - \$15,000 for Site-Specific Plan

○ **Community-Wide Plans:**

Planning Grants of up to \$25,000 are available for community-wide planning and strategic development activities that:

- emphasize collaboration among community stakeholders;
- address economic conditions such as assisting small business and responding to plant closings;
- identify strategies to increase access to affordable housing;
- improve community vitality by addressing slum and physical blight; or
- address other issues that will improve the well-being of low and moderate income individuals.

- **Site-Specific Plans:**

Planning Grants of up to \$15,000 are available for plans and strategic development activities that are neighborhood, district, or site specific

- May be for specific neighborhood or district within a community or to help plan for the use or reuse of a specific site
- Examples: adaptive reuse of a former hospital or school building, or potential use of a parcel of land

(Same as Public Facilities)

APPLICATION PROCESS:	TARGET/DUE DATE(S):	
Applications Available	Tuesday	February 23, 2016
Application Training #1	Wednesday	February 24, 2016
Application Training #2	Wednesday	March 2, 2016
Applications Due to DOA	Friday @ 4pm	May 27, 2016
Award Letters	Week of August 5, 2016	
Acceptance of Award	30 Days from Receipt of Award Letter	
Implementation Training #1	Wednesday & Thursday	September 27-28, 2016
Implementation Training #2	Wednesday & Thursday	October 4-5, 2016
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	September 12, 2016 – February 3, 2017	

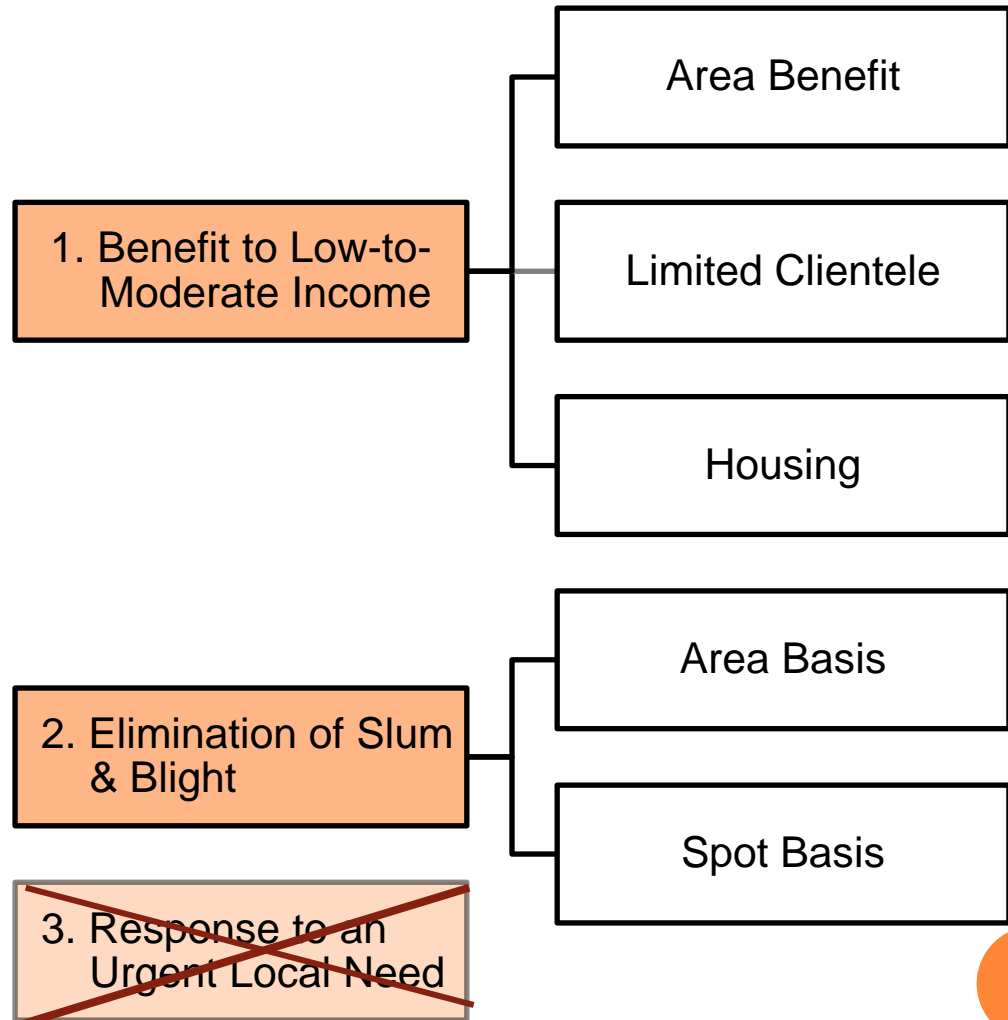
CDBG-PLNG

ELIGIBILITY REQUIREMENTS

- Must be eligible CDBG activity
- Must meet CDBG National Objective
- Meet 50% match from sources other than grants awarded by the federal or state government (at least 25% of the applicant's match must be local match from the Unit of General Local Government (UGLG))
- Must meet Citizen Participation requirements: Citizen Participation Plan, public hearing (providing 2-week/14-day) notice prior to the submission of a CDBG application
- UGLG must have identified a specific project that needs further planning

- The specific project will serve a public purpose.
- The specific planning cost estimates are reasonable (cost estimates must be reflected in the Proposed Project Budget section of the application).
- The planning for the specific project has the support of local community or economic development organizations or business groups.
- The local government has the capacity and capability to conduct the planning or commits to the retention of professional planning services.
- The planning will likely result in the implementation of the specific project being planned.

- 90% of funds to projects benefiting LMI persons
- PLNG projects do not meet the Urgent Local Need National Objective
- The PLNG project activity must meet either the Low-to-Moderate Income (LMI) or Slum & Blight (SB) National Objective.



CDBG-PLNG

ELIGIBILITY: ELIGIBLE ACTIVITIES

Examples of Eligible CDBG-PLNG Projects and Costs:	Examples of Ineligible CDBG-PLNG Projects and Costs:
Comprehensive plans	Engineering, architectural, and design costs related to a specific activity
Individual project plans	Direct development of a CDBG application
Community development plans	Other costs of implementing plans
Capital improvement programs	Operating costs for an organization
Small area and neighborhood plans	Construction or any other non-professional services
Local analyses of impediments to fair housing	Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the DEHCR
Downtown Revitalization Plans	
Functional plans (such as plans for housing, land use, energy conservation, or economic development)	
Environmental and historic preservation studies	

- Procurement requirements apply
 - Free and open competition
 - Request for Proposals (RFP) process
 - Outreach to MBE/WBE and Section 3 firms
 - Use of Regional Planning Commissions for professional services does not require competitive procurement – exception allowed for RPCs as quasi-governmental organizations
 - Refer to the CDBG Implementation Handbook on Division of Energy, Housing and Community Resources Bureau of Community Development website for further guidance

<http://www.doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PF-Program-Overview/#handbook>

Scoring Criteria:

- 0-50 points, based on Part 5- *Project Need* section of application.
- Applications will be awarded funding based on an applicant's score (0-50 points) and ability to meet the minimum program requirements until 2016 Planning funds have been exhausted.
- **Projects that meet the National Objective of Benefiting Low- to Moderate-Income Persons will be given priority in the scoring process.**

- Part 1 – Grant Request
 - Applicant's Local Match
 - Applicant's Non-Local Match
 - Project Title
 - Brief Project Description

- Part 2 – Applicant Information
 - Application Contact Person
 - Previous CDBG Assistance

APPLICATION FORM

PART 3 – INITIAL ELIGIBILITY

PART 3 - INITIAL ELIGIBILITY	
Provide or acknowledge the following to demonstrate initial application eligibility:	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/> 1. Acknowledge that the applicant is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
<input type="checkbox"/>	<input type="checkbox"/> 2. Applicant's Citizen Participation Plan is attached.
<input type="checkbox"/>	<input type="checkbox"/> 3. Documentation of the first public hearing notice published in the newspaper, verifying that the public was given a minimum of 2 weeks (a full 14 days) advance notice of the public hearing, is attached.
<input type="checkbox"/>	<input type="checkbox"/> 4. Public hearing meeting minutes or Citizen Participation Public Hearing Certification is attached.
<input type="checkbox"/>	<input type="checkbox"/> 5. Public hearing sign-in sheet(s) is attached.
<input type="checkbox"/>	<input type="checkbox"/> 6. Applicant's authorizing resolution is attached.
<input type="checkbox"/>	<input type="checkbox"/> 7. Statement of Assurances is attached.
<input type="checkbox"/>	<input type="checkbox"/> 8. Lobbying Certification is attached.
<input type="checkbox"/>	<input type="checkbox"/> 9. Potential Fair Housing Actions are attached.
<input type="checkbox"/>	<input type="checkbox"/> 10. Acknowledge that if the applicant's project is funded, the applicant will be required to obtain an Environmental Clearance letter before the unit of general local government can receive grant funds.
<input type="checkbox"/>	<input type="checkbox"/> 11. If this project is funded, I/we acknowledge that the use of consultants to assist in the preparation of a CDBG-funded plan or planning activity will be properly procured in compliance with Federal, State, and local requirements.
<input type="checkbox"/>	<input type="checkbox"/> 12. Applicant certifies it is not on the federal debarment list (found at: www.sam.gov)
<p>_____ By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.</p>	
<p><i>Briefly describe your process for procuring a consultant and explain how it complies with Federal, State, and local procurement requirements:</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<p>Contact the Bureau of Community Development if any answer in this section is "No."</p>	

APPLICATION FORM PART 4 – NATIONAL OBJECTIVE

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

Will the proposed project benefit the entire community?

☐ Yes

☐ No: How many individuals will benefit from the project?

Of those who will benefit, how many individuals meet the qualification of LMI?

1. Which CDBG National Objective does your proposed project meet? (Answer using the checkboxes below.)
2. What method was used to demonstrate National Objective compliance?

☐ Benefit to Low- and Moderate-Income Persons

☐ Area Benefit using Census Data (Attach Census Tract/Block Data Summary for area coinciding with project service area)

☐ Area Benefit using Survey Data (Attach Complete Survey Documentation)

☐ Limited Clientele - HUD presumed group:
(or if based on nature of project and location, provide justification below)

☐ Prevention/Elimination of Slum and Blight

☐ Area Basis (Attach completed Slum and Blight Certification Form & supporting documentation)

☐ Spot Basis (Attach completed Slum and Blight Certification Form)

Briefly summarize why the implementation of the plan would meet the selected National Objective and how it would qualify. Attach relevant supporting documentation as necessary

PART 5 – PROJECT NEED (0-50 Points)

NARRATIVE RESPONSE I (0-25 points)

1. Provide a written narrative (no more than ½ page, single spaced, using 12 point font) describing why the proposed plan is needed. Address the following, as appropriate:
 - community distress factors that will be addressed by the plan;
 - evidence of support for the plan by community stakeholders;
 - how the plan is consistent with goals and objectives of recently completed community or economic development plans or initiatives;
 - any other relevant factors.

APPLICATION FORM: PART 5 – PROJECT NEED (CONTINUED)

PART 5 – PROJECT NEED (continued)

NARRATIVE RESPONSE II (0-25 points)

2. Provide a written narrative (no more than ½ page, single spaced using 12 point font) describing the intended outcome of the proposed planning project. Address the following, as appropriate:
- how the receipt of planning grant funds will have a positive impact on the applicant community;
 - what steps will be taken following the conclusion of the planning activity (additional grant funds sought, implementation, construction, etc.);
 - the community's capacity and readiness to implement the specific project being planned (financial capacity, organizational and staff availability, anticipated timelines, or any other relevant factors).

0

PART 6 – COMMITMENT OF MATCHING FUNDS

Amount of Local Matching Funds Committed to Project:

(This is the amount of Applicant Funds on the Proposed Project Budget below)

\$

If the Local Matching Funds amount is less than 25% of the Total Project Cost, has a waiver request from the UGLG's CEO been attached to the application?

☐ Yes ☐ No ☐ N/A

Funding Source for Local Funds Committed to Project:

☐ General Obligation (G.O.) Debt

☐ Other (briefly explain):

PROPOSED PROJECT BUDGET

Attach documentation of financial commitments and supporting information to confirm the validity and reasonableness of budgeted costs.

		Source of Matching Funds			
Activity	CDBG Funds	Applicant	Other Public Funds	Private Funds	Total
Planning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (describe)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to Applicant Match Funds, summarize the other Public and Private sources of project funding:

Source: Amount: \$

Status: Pending ☐ Committed ☐

Signed Commitment Documents Included? ☐ Yes ☐ No

Source: Amount: \$

Status: Pending ☐ Committed ☐

Signed Commitment Documents Included? ☐ Yes ☐ No

Source: Amount: \$

Status: Pending ☐ Committed ☐

Signed Commitment Documents Included? ☐ Yes ☐ No

*****An application that is awarded CDBG-PLNG funds does NOT guarantee the UGLG additional CDBG funding for project implementation at a later date*****

APPLICATION FORM: PART 7 – PLANNING & COLLABORATION

PART 7 – PLANNING AND COLLABORATION (0-10 points)

Does the Applicant have an adopted Comprehensive Plan, Community Redevelopment Plan, or other long-range plan?

☐ Yes:

Date the Plan was adopted or most recently revised:

Briefly explain, within the space provided, how this project is consistent with the goals and objectives of the Plan and attach a copy of the applicable sections of the Plan.

☐ No

APPLICATION FORM: PART 7 – PLANNING & COLLABORATION (CONTINUED)

Will the proposed project occur in conjunction with other planned public improvement, housing, or economic development projects?

☐ Yes:

Briefly explain, within the space provided, how this project fits within or supports another planned public improvement, housing, and/or economic development project. Include efficiencies, cost savings, and desirable effects that will be realized by completing these projects simultaneously.

|

☐ No

- Planning and Collaboration
 - Consistency with other community-wide plans
 - Project will occur in conjunction with other planned public improvement, housing, and/or economic development projects
- Formal adoption of the Plan by local governing body
- Compliance with all federal regulations referred to in application, attachments, and implementation training

APPLICATION CHECKLIST (CONTINUED)

○ Application Attachments and Supporting Documentation Checklist

PLANNING APPLICATION ATTACHMENTS & SUPPORTING DOCUMENTATION CHECKLIST				
Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopting Resolution of the Citizen Participation Plan	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Newly Adopted Citizen Participation Plan (See Part 3-Initial Eligibility)	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3. A copy of the Citizen Participation Public Hearing Notice (proof of minimum 14-day advance notice)	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	4. Citizen Participation Public Hearing Certification Form	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	5. Public Hearing Sign-In Sheet or Meeting Minutes		<input type="checkbox"/>	<input type="checkbox"/>
Financial	6. Project Budget	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	7. Proof of Local Match Commitments (i.e. copies of the signed award letters, signed loan paperwork, resolutions committing funds, and bank account statements)	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	8. Request for Waiver of match funds requirement (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Service Area / Income Survey	9. Map of Service Area (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	10. Demographic Profile Sheet of beneficiaries in service area	✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	11. Map of Income Survey Area (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	12. Income Survey Results Tabulation Sheet (if applicable: see Income Survey Guide p. 14-15)		<input type="checkbox"/>	<input type="checkbox"/>
	13. Demographic Tabulation Sheet from Income Survey (if applicable: see Income Survey Guide p. 16)		<input type="checkbox"/>	<input type="checkbox"/>
	14. Copy of Income Survey Form used and related correspondence sent with survey (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>

CDBG-PLNG

APPLICATION

ATTACHMENTS (CONTINUED)

Application Attachments and Supporting Documentation Checklist

Fair Housing	15. Fair Housing Actions (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	<input type="checkbox"/>	
	16. Adopting Resolution of the Fair Housing Ordinance	✓	<input type="checkbox"/>	
	17. A copy of the Fair Housing Ordinance	✓	<input type="checkbox"/>	
Slum & Blight	18. Slum and Blight Certification (<i>if applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	19. Slum and Blight supporting documentation (<i>area basis only</i>)		<input type="checkbox"/>	<input type="checkbox"/>
Acquisition/Relocation	20. A copy of the Relocation Plan/Anti-Displacement Policy	✓	<input type="checkbox"/>	
Other	21. Authorizing Resolution (<i>for application submission</i>)	✓	<input type="checkbox"/>	
	22. Planning & Collaboration supporting documentation (<i>e.g. adopted comprehensive plan, community redevelopment plan</i>)		<input type="checkbox"/>	<input type="checkbox"/>
	23. Statement of Assurances	✓	<input type="checkbox"/>	
	24. Lobbying Certification	✓	<input type="checkbox"/>	
	25. Resolution Adopting Excessive Use of Force Ordinance	✓	<input type="checkbox"/>	
	26. Certification applicant is not on the federal debarment list (<i>See www.sam.gov</i>)	✓	<input type="checkbox"/>	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at: <http://doa.wi.gov/Divisions/Housing/Bureau-of-Community-Development/CDBG-PLNG-Program-Overview/#application>

QUESTIONS?

Thank you for your time and participation.

Please direct any questions you may have concerning the application process to the following email address:

DOADEHCRCommunityDevelopment@Wisconsin.gov

RELEVANT WEBSITE LINKS

DOA – Division of Energy, Housing and Community Resources Bureau of Community Development:

<http://www.doa.state.wi.us/Divisions/Housing/Bureau-of-Community-Development>

HUD guidance on CDBG National Objectives and Eligible Activities:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/stateguide

HUD information on cost and price analysis:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantees/cstprice#who

State procurement guidance/VendorNet:

<http://vendornet.state.wi.us/vendornet/procman/index.asp>

Census Bureau Data:

<http://quickfacts.census.gov/qfd/states/55000.html>

<http://quickfacts.census.gov/cgi-bin/qfd/demolink?55>

RELEVANT WEBSITE LINKS (CONTINUED)

Department of Revenue Town, Village and City Taxes Bulletin 2014

[\(https://www.revenue.wi.gov/pubs/slf/tvc14.pdf\).](https://www.revenue.wi.gov/pubs/slf/tvc14.pdf)

Income Survey

http://www.doa.wi.gov/Documents/DOH/CDBG-CommunityDevelopment/FORMS/WI_CDBG_CommunityDevelopmentIncomeSurveyGuide.pdf

<http://portal.hud.gov/hudportal/documents/huddoc?id=14-10cpdn.pdf>

<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity>

http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:3.1.1.3.4#se24.3.570_1483